COMPLIANCE WITH THIS PUBLICATION IS MANADATORY

This supplement implements and extends the guidance of AFMCI 36-2645, *Senior Functional Roles and Responsibilities*, dated 31 Jan 2011. AFMCI 36-2645 outlines the functional management construct and the roles and responsibilities of Senior Functionals within Air Force Materiel Command (AFMC). This instruction is not intended to supersede any higher level instruction regarding civilian workforce management. Does not apply to the Air Force Reserve and Air National Guard units, except where noted otherwise. Refer recommended changes and questions about this publication to the Office of Primary Responsiblility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**

1.3.10. (Added) Functional Training. Functional training results in knowledge, which can be utilized in two or more divisions. Training that is unique to weapon system or work center, would NOT be considered functional. APDP training is also NOT functional training. Training that enhances management, supervisory and leadership skills would be considered functional.

1.4. (Added) For functional management to be successful, it is imperative for organizational leaders and CSFs to develop collaborative relationships. At Oklahoma City Air Logistics Center (OC-ALC), the primary focus is to develop and implement codified processes which provide

clearly defined roles and responsibilities, ensure consistency in implementation, enable strategic functional hiring and promote effective functional training.

3.1.2.1.(Added) CSF Identification. The OC-ALC CSF appointment letter is provided in Attachment 5, and identifies the following CSFs.

3.1.2.1.1. (Added) Manpower and Personnel (DP): OC-ALC/DP

3.1.2.1.2. (Added) Engineering (EN): OC-ALC/EN

3.1.2.1.3. (Added) Financial Management (FM): OC-ALC/FM

3.1.2.1.4. (Added) Contracting (PK): OC-ALC/PK

3.1.2.1.5.(Added) Program Management (PM): OC-ALC/GK

3.1.2.2. (Added) Authorized CSF Representatives. It is necessary for outside support organizations (e.g. Manpower, Personnel, etc.) to know who has been authorized by a CSF to speak on his or her behalf. In order to manage this responsibility, OC-ALC/DPB, in cooperation with the CSFs, will develop and maintain a list of "Authorized CSF Representatives." Once the initial list is developed, CSFs can easily make changes by contacting OC-ALC/DPB.   In addition, any one needing a copy of this list can obtain one by contacting OC-ALC/DPB.

3.1.3.1.1. (Added) In order to ensure a certain level of standardization, the table in Attachment 6 identifies which responsibilities can and cannot be delegated per OC-ALC/CA direction. Each CSF will utilize the OSF Appointment Letter to formally designate roles and responsibilities to OSFs as appropriate.

3.1.3.2. (Added) OSF Identification. Each CSF is responsible for formally identifying OSFs via an OSF appointment letter. The positions identified in Attachment 7 have been identified as the OSFs for their respective organizations.

3.1.3.3. (Added) Functional Boards. Each CSF should establish a functional board for his/her functional area. Board members should include any and all identified OSFs. The CSF can also identify other members as appropriate. The board will discuss and make decisions on issues pertaining to the entire functional community. Such issues include but are not limited to issue resolution, hiring, career broadening, promotions and UCI inspections.

4.1. (Added) This Tinker Air Force Base (Tinker AFB) Supplement applies to all OC-ALC organizations that report directly to OC-ALC/CC as well as tenant units requesting local CSF support. AFMC tenants will fall under their home units for CSF management; however, OC-ALC CSFs will provide support as appropriate.

4.1.1. (Added) CSFs and line organizations must adhere to the processes outlined in this supplement. They may however, develop and publish additional, clarifying guidance pertaining to their specific functional areas as necessary.

5.1.6.1.1. (Added) Strategic Hiring. All CSFs at OC-ALC will utilize the basic process outlined below. As with other processes laid out in the supplement, CSFs can provide additional, CSF-specific guidance as appropriate. The Contracting CSF will work closely with organization leaders to keep them apprised of contracting workforce management activities and to provide an open line of communication for organization leaders to provide input and identify issues; however, formal coordination of the organization leaders is not required for workforce management decisions of the Contracting CSF.

5.1.6.1.1.1. (Added) Initiate Request for Personnel Action (RPA) - The gaining supervisor initiates an RPA by requesting/submitting an RPA buildsheet or other method accepted by the Resource Manager (RM) or Personnel Resource Official (PRO) and processes the action accordingly. The supervisor will identify "By Name Request" candidates selected to fill the position at this time.

5.1.6.1.1.2. (Added) Create RPA Buildsheet & Authorization Change Request (ACR, as required) - The RM creates an RPA buildsheet. If a change is required on the UMD, the RM or PRO will ensure the ACR is submitted.

5.1.6.1.1.3. (Added) Obtain OSF Coordination (if applicable) - The RM or PRO ensures the RPA buildsheet and ACR are forwarded to the OSF (if applicable) for coordination.

5.1.6.1.1.4. (Added) Obtain CSF Approval For Hiring – Once OSF coordination is received, the RM or PRO forwards the RPA buildsheet and ACR to the CSF for approval. CSF approves series/grade, method of fill and employee selected for the position (for "By Name Request" candidates) and returns approved RPA buildsheet back to the RM or PRO, along with a clear message approving any UMD changes requested. The 72d Air Base Wing (72 ABW) supervisors will coordinate selection with CSF prior to submission to RM.

5.1.6.1.1.5. (Added) Create RPA in DCPDS - The RM or PRO creates the RPA in the Defense Civilian Personnel Data System (DCPDS) and sends it to Civilian Personnel for processing.

5.1.6.1.1.6. (Added) Submit ACR (as required) - If change to the UMD is necessary, the RM or PRO will ensure the ACR is submitted to the installation Manpower Office in accordance with the guidance provided.

5.1.6.1.1.7. (Added) Make Selection (if other than "By Name Request") – Upon receipt of the list of candidates from the AFPC-OL, the gaining supervisor makes a selection in accordance with applicable guidance, policies, and regulations and submits selection to the RM or PRO.

5.1.6.1.1.8. (Added) Obtain CSF Approval For Seletion (and OSF coordination if applicable) – The RM or PRO ensures the selection is submitted to the CSF for approval. The CSF approves the selection and returns to RM or PRO who forwards selection to AFPC/OL for processing.

5.1.8.1. (Added) Career Broadening. All OC-ALC CSFs are expected to develop a functional career broadening program following the basic processes outlined in this section. CSFs may also provide additional, CSF-specific guidance as needed.

5.1.8.1.1. (Added) Goals. The primary goals of the functional career broadening programs are to add breadth and depth to the individual's experience and provide the functional organizations a highly trained and motivated work force. Benefits to individual employees include exposure to different disciplines and broadened experience. Employees become more valuable to the organization and are able to demonstrate different levels of professional skills as a result of organizational moves. The programs are developed to foster an agile workforce that is prepared for future mission requirements and provide individuals the diversity and breadth of experience necessary to achieve their personal goals.

5.1.8.1.2. (Added) Basic Principles. The following basic principles will be utilized by each functional career broadening program.

5.1.8.1.2.1. (Added) Employees will be considered for a career broadening move when requirements are met in accordance with CSF policy. Relevant experience and current

assignments will be reviewed, and will be the basis for determining who should be considered for a career broadening assignment.

5.1.8.1.2.1.1. (Added) The career broadening program will not interfere with management's responsibility to assign personnel to various positions as the need arises.

5.1.8.1.2.1.2. (Added) Though every employee meeting the criteria will be considered for a career broadening assignment, the decision to reassign will be at management's discretion. Employees may volunteer for job changes under these programs.

5.1.8.1.2.2. (Added) Functional boards will oversee the career broadening programs and make recommended changes to the programs as deemed necessary (reference paragraph 3.1.3.3.).

5.1.8.1.2.3. (Added) Functional boards will convene as required, with semi-annual comprehensive reviews for career broadening rotations.

5.1.8.1.2.3.1. (Added) Supervisors of the employees to be screened may be asked to provide Individual Development Plans (IDPs) and resumes to the boards.

5.1.8.1.2.3.2. (Added) The boards will make every effort to consider employees' wishes as expressed in the IDP, but also will consider the overall impact job changes will have on the organizations.

5.1.8.1.3. (Added) CSF Responsibilities. The CSFs shall:

5.1.8.1.3.1. (Added) Manage the functional career broadening programs to ensure they are executed in accordance with this instruction, Center and personnel policies and regulations.

5.1.8.1.3.2. (Added) Announce opportunities for functionally aligned employees to apply for participation.

5.1.8.1.3.3. (Added) Consolidate requests and provide results to the boards.

5.1.8.1.3.4. (Added) Market the programs to supervisors and management, highlighting the program opportunities to bring in necessary skills and cultivate an improved workforce.

5.1.8.1.3.5. (Added) Collaborate with gaining and losing supervisors to obtain suggestions on potential candidates, vacancies, and actions.

5.1.8.1.3.6. (Added) Facilitate release conditions and reporting date negotiations between gaining and losing supervisors.

5.1.8.1.3.7. (Added) Develop, maintain and deliver program information to employees, supervisors and management.

5.1.8.1.3.8. (Added) Schedule and chair the boards. Keep the boards up-to-date-on new candidates, vacancies, proposed actions, and in-work actions.

5.1.8.1.4. (Added) Functional Board Responsibilities. The boards shall:

5.1.8.1.4.1. (Added) Identify vacancies and encourage supervisors to identify vacancies to be considered for the career development programs.

5.1.8.1.4.2. (Added) Identify any additional candidates that organizations would like considered for career broadening.

5.1.8.1.4.3. (Added) Act as the final approval decision authority for their respective organizations.

5.1.8.1.4.4. (Added) Review career development programs and recommend process improvements.

5.1.8.1.5. (Added) Functionally Aligned Employee Responsibilities. The functionally aligned employees shall:

5.1.8.1.5.1. (Added) Participate in the career broadening program by registering desires when program calls are made. Understand management may review all candidates however it does not guarantee a rotation will be made.

5.1.8.1.5.2. (Added) Understand that after an assignment is made, the employee will rotate as agreed to by the boards.

5.1.9.3. (Added) Authorization Change Requests (ACRs) and Requests for Personnel Actions (RPAs). ACRs and RPAs submitted for functionally aligned positions must display appropriate coordination (CSF or OSF, based on delegation). They must also be submitted in the correct format as outlined by OC-ALC/DP. This format, as well as any additional information regarding ACRs can be obtained from the Manpower Office (OC-ALC/DPB). The Civilian Personnel Office (OC-ALC/DPP) provides guidance on the format, submission requirements and any additional information for RPAs.

5.4.1.1. (Added) The charter provided in Attachment 8 establishes the CSF Corporate Board (CSFCB) at OC-ALC. It also establishes a CSF Working Group (CSFWG) to provide information, recommendations and support to the CSFCB. The CSFCB is chaired by OC-ALC/CA, and the CSFWG is chaired by OC-ALC/DPB.

5.4.1.1.1. (Added) The primary functions of the CSFCB are to ensure standardization across the Center to the greatest extent possible, hold resolution authority in situations where arbitration is necessary to resolve disagreements between CSFs and organizational leaders and consider any other CSF business that requires attention and/or resolution.

5.4.1.1.2. (Added) CSFCB voting members will include CSFs and all Center direct reporting unit CCs/CLs and direct reporting non-unit leaders with personnel falling under the functional management umbrella. In addition, leaders of AFMC tenant units will be identified as members of the CSFCB.

5.4.2.1. (Added) Issue Resolution Process. The expected path for issue resolution is through the established chain of command within the organization, then to the respective directorate chief/unit leader and CSF, if necessary. If further arbitration and decision are required, both parties will outline the issue to the CSFCB, or, if appropriate, to OC-ALC/CA for decision.

7. (Added) Unit Compliance Inspections (UCI) Checklist. The UCI Checklist titled "Senior Functional Roles and Responsibilities" will be utilized for CSF Compliance Oversight and Inspection. This document can be found at Attachment 9.

8. (Added) CSF Resources. OC-ALC/DPB will develop and maintain a Sharepoint site for OC-ALC functional management. All corporate level documents and/or guidance will be available on this site. Additionally, this site will contain links to sites for each specific functional area where CSFs will post any documents and/or guidance pertaining to their specific functional area.

ROBERT D. LABRUTTA, Colonel, USAF
Commander, 72 Air Base Wing

Attachment 5. (Added)

OC-ALC CSF APPOINTMENT LETTER

Figure A5.1. OC-ALC CSF Appointment Letter

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS OKLAHOMA CITY AIR LOGISTICS CENTER (AFMC)
TINKER AIR FORCE BASE OKLAHOMA

MEMORANDUM FOR DISTRIBUTION E AND ASSOCIATE UNITS

FROM: OC-ALC/CA

SUBJECT: Center Senior Functional (CSF) Appointment Letter

1. The CSF is responsible for overseeing and standardizing Center functional policy and processes, as well as managing the functional workforce, to include workforce planning, advocating for Center resources, and providing personnel to their supported organizations. The CSF should appoint and maintain a close relationship with the Organizational Senior Functionals (OSFs), who are the senior functionals within subordinate units and non-units. In addition, the CSF may establish a Center Senior Functional Office (CSFO) which provides support for force development processes such as manpower and personnel actions, training management, etc.

2. AFMCI 36-2645, 3 June 10, Senior Functional Roles and Responsibilities, is the instruction that provides direction on the respective roles and responsibilities of the CSF. A copy of the instruction is attached. Attachment 3, Functional Management Roles and Responsibilities matrix, identifies who holds coordination and approval authority for various actions.

3. This memorandum serves as the appointment letter for the following Commanders/Directors as CSFs for the identified areas of responsibility:

  − Manpower and Personnel (DP): OC-ALC/DP
  − Engineering (EN): OC-ALC/EN
  − Financial Management (FM): OC-ALC/FM
  − Contracting (PK): OC-ALC/PK
  − Program Management (PM): OC-ALC/GK

4. The following statement should be added to all CSF position descriptions: "Serves as the Center Senior Functional (CSF) for HQ OC-ALC DP/EN/FM/PK/PM workforce, as required by AFMCI 36-2645, and carries out any additional responsibilities, as delegated by the Center CC in concurrence with HQ AFMC Senior Functionals."

5. For more information please contact Kristin Witt, OC-ALC/DPR, (405) 739-5921.

Digitally signed by
OVER.JOHN.J.III.1229358584
DN: c=US, o=U.S. Government,
ou=DoD, ou=PKI, ou=USAF,
cn=OVER.JOHN.J.III.1229358584
Date: 2010.07.22 11:59:51 -05'00'

JOHN J. OVER
Executive Director

Attachment:
AFMCI 36-2645, 3 June 10

Attachment 6(Added)

OC-ALC FUNCTIONAL MANAGEMENT ROLES AND RESPONSIBILITIES

A6.1. Below is the OC-ALC policy identifying whether the responsibilities identified in AFMCI 36-2645 can be delegated to an OSF or must be retained by the CSF.

Table A6.1. OC-ALC Funcational Management Roles and Responsibilities

Activity C = Coordinate, A =Approval Authority	Unit		Non Unit		Delegable or Non-delegable?
	CSF	CC/CL	CSF	Dir	
1. Functional Policy and Processes					
a. Develop and deploy functional policies and processes for execution by organization leaders	A	C	A	C	Non-delegable
b. Execute functional policies and processes within the organization	C	A	C	A	Delegable
2. Internal Reorganizations (Those initiated by organizational leadership that require an Organizational Change Request (OCR)) *	C	A	C	A	Non-delegable[1]
3. Authorization Management *, **					
a. Identification of position and skill requirements within organization	C	A	A	C	Delegable
b. Change in functional skill mix of authorizations within organization	C	A	A	C	Non-delegable[2]
c. Movement of authorizations within the organization	C	A	A	C	Delegable
d. Movement of authorizations between organizations	C	A	A	C	Non-delegable
e. Assessment of functional workload across organizations	C	A	A	C	Non-delegable
f. Creation and submission of ACRs	C	A	A	C	Delegable[3]
4. Civilian Recruiting (external)					
a. Analysis of skill requirements, recruiting strategy and recruitment	C	A	A	C	Non-delegable
b. Authority to fill functional positions externally vice internally	A	C	A	C	Delegable
5. Filling Positions (Civilian and Military)					
a. Functional reassignments within the organization	A	C	A	C	Delegable
b. Functional reassignments across organizations	A	C	A	C	Delegable
c. Functional promotion selections (civilian)	A	C	A	C	Delegable
d. Planning for 0-6/equivalent functional civilian positions as applicable.	A***	C	A***	C	Non-delegable
e. Fills/promotion selections for non-functionally aligned positions	N/A	A	N/A	A	N/A
f. Creation/submission of functional civilian RPAs	A	N/A	A	N/A	Delegable[4]

Activity C = Coordinate, A =Approval Authority	Unit		Non Unit		Delegable or Non-delegable?
	CSF	CC/CL	CSF	Dir	
6. Workforce Development					
a. Management of accession plans and trainee development	A	C	A	C	Non-delegable
b. Development/delivery of functional training	A	C	A	C	Non-delegable
7. Awards					
a. Honorary awards/decorations within organization	A	C	A	C	N/A[5]
b. Annual/quarterly award within organization	N/A	A	N/A	A	N/A[5]
c. Annual/quarterly functional awards within organization	A	N/A	A	N/A	Delegable
d. Annual/quarterly functional awards across organizational lines	A	N/A	A	N/A	Non-delegable
8. APDP Certification	C****	N/A	C****	N/A	Non-delegable

Note: That just because a task is delegable does not mean a CSF is obligated or will choose to delegate it.

Note: Requires coordination with servicing manpower office.

Note: contracting functional exceptions outlined in Section 6.7. The Contracting CSF has approval Authority for all authorization management activities related to the contracting workforce.

Note: CSF is conduit to HQ AFMC for management of senior leader planning.

Note: Comply IAW HQ AFMC functional for approval.

A6.2. Although the responsibility for approving OCRs is not delegable, the actual development of the OCRs is delegable.

A6.3. This responsibility is non-delegable unless the skill change is contained within a function. For example, if the change crosses functions (e.g. 8XX to 5XX), it needs to be approved by both CSFs. However, if it is within a function (e.g. an 8XX to another 8XX), the CSF can delegate the approval authority to the OSF.

A6.4. Although the creation/submission of ACRs is delegable, per Section 5.1.9.1 of AFMCI 36-2645, the CSF maintains OPCON for the ACR process within non-units.

A6.5. Although the creation/submission of RPAs is delegable, per Section 5.1.9.2. of AFMCI 36-2645, the CSF maintains OPCON for hiring, fills and the RPA process.

A6.6. According to Section 6.5 of AFMCI 36-2645, org leaders are responsible for this, not CSFs.

Attachment 7(Added)

ORGANIZATIONAL SENIOR FUNCTIONALS (OSFS)

Table A7.1 Organizational Senior Functionals

Function	Organization	OSF
DP	OC-ALC/GK	OC-ALC/GKO
DP	72 ABW	72 FSS/CL
DP	76 MXW	76 MXW/OB
EN	HQ OC-ALC	OC-ALC/ENR
EN	OC-ALC/GK	OC-ALC/GKE
EN	72 ABW	72 ABW/SC
EN	76 MXW	76 MXW/EN
FM	OC-ALC/GK	OC-ALC/GKF Chief Financial Advisor (CFA)
FM	72 ABW	72 CPTS/CC
FM	76 MXW	76 MXW Chief Financial Advisor (CFA)
PK	OC-ALC/GK	OC-ALC/GKK
PK	OC-ALC/PK	OC-ALC/PKX
PK	OC-ALC/PK	OC-ALC/PKO
PK	OC-ALC/PK	OC-ALC/PKC
PM	OC-ALC/GK	OC-ALC/GKA (Combat Systems)
PM	OC-ALC/GK	OC-ALC/GKB (B-1)
PM	OC-ALC/GK	OC-ALC/GKC (C-KC-135)
PM	OC-ALC/GK	OC-ALC/GKD (B-52)
PM	OC-ALC/GK	OC-ALC/GKG (Propulsion)
PM	OC-ALC/GK	OC-ALC/GKJ (E-3)
PM	OC-ALC/GK	OC-ALC/GKS (CLS)

Note: AFMC tenant organizations fall under their home units for CSF management. Therefore, it is up to the home units to identify OSFs for tenant organizations. Tinker CSFs/CSFOs will work with appropriate POCs as necessary to provide support to AFMC tenant organizations.

Attachment 8. (Added)

CSFCB AND CSFWG CHARTER

Table A8.1. CSFCB and CSFWG Charter

CENTER SENIOR FUNCTIONAL CORPORATE BOARD
AND WORKING GROUP CHARTER

A1. Introduction
This charter delineates the purpose, responsibilities and participating organizations for the Center Senior Functional Corporate Board (CSFCB) and Working Group (CSFWG)

A2. Purpose
The CSFCB will serve as the Oklahoma City Air Logistics Center (OC-ALC) human capital management corporate decision-making body (as mandated in AFMCI 36-2645) for functionally aligned personnel. The CSFWG will provide information, recommendations and support to the CSFCB.

A3. Authority
The following publications provide the authority by which the CSFCB and CSFWG will function:

> A3.1. AFMCI 36-2645, *Senior Functional Roles and Responsibilities*

> A3.2. TAFBI 36-109, *Functional Management Support*

> A3.3. *AFMC Mega Organizational Change Request (OCR) Implementation Plan*

> A3.4. *OC-ALC Local Mega OCR/CSF Implementation Plan*

A4. Functions
The CSFCB will:

> A4.1. Identify areas for functional management (above and beyond the five mandated by HQ   AFMC: DP, EN, FM, PK and PM)

> A4.2. Ensure standardization across the Center to the greatest extent possible with regard to:

>> A4.2.1. Identification of functionally aligned positions

>> A4.2.2. Management of functionally aligned positions

>> A4.2.3. Identification of organizational Senior Functionals (OSFs)

>> A4.2.4. Delegation of authority to OSFs

>> A4.2.5. Services offered to functionally aligned personnel (including tenant organizations)

> A4.3. Hold resolution authority in situations where arbitration is necessary to resolve disagreements   between Center Senior Functionals (CSFs) and organizational leaders.

> A4.4. Consider any other CSF business that requires attention and/or resolution.

Note: Due to Department of Defense policy requiring functional independence of contracting, there may be exceptions regarding the management of authorizations and personnel for the PK function. Reference AFMCI 36-2645 for details.

A5. Responsibilities

CSFCB members are responsible for attending all CSFCB meetings. If for some reason the board member is unable to attend, the member will send a representative who has authority to make decisions on behalf of the CSFCB member. Decisions will be made whether or not all CSFCB members are present; therefore, it is imperative that each CSFCB member attend all meetings or send an appropriate representative. CSFCB members are also responsible for identifying primary   and alternate points of contact to serve as a member of the CSFWG, ensuring one of them attends   all applicable CSFWG meetings. The CSFWG representatives will participate in discussions on current action items and ensure that their assigned item(s) are accomplished.

A6. Chairman

 Per AFMCI 36-2645, the CSFCB will be chaired by a Center CC Designee (CV, CA or CS). This   designee will set meeting dates, approve agendas, chair all CSFCB meetings and have ultimate decision-making authority if CSFCB members are unable to reach consensus. At OC-ALC, the CSFCB will be chaired by OC-ALC/CA. The CSFWG will be chaired by OC-ALC/DPB.

A7. Members

Per AFMCI 36-2645, CSFCB voting members will include all Center direct reporting unit CCs/CLs, direct reporting non-unit leaders and CSFs. In addition, leaders of AFMC tenant units will be identified as members of the CSFCB. At OC-ALC, CSFCB   membership will consist specifically   of the following individuals (or their respective designees):

  A7.1. CSFs:

        A7.1.1. DP: OC-ALC/DP

        A7.1.2. EN: OC-ALC/EN

        A7.1.3. FM: OC-ALC/FM

        A7.1.4. PK: OC-ALC/PK

        A7.1.5. PM: OC-ALC/GK

  A7.2. Center Direct Reporting Units (not already listed as CSF):

        A7.2.1. 72 ABW/CC

        A7.2.2. 76 MXW/CC

  A7.3. Center Direct Reporting Non-Units (not already listed as CSF):

        A7.3.1. OC-ALC/CS

        A7.3.2. OC-ALC/SB

        A7.3.3. OC-ALC/XP

  A7.4. AFMC Tenant Units:

        A7.4.1. 448 SCMW/CL

        A7.4.2. 498 NSW/NWB

  A7.5. As Needed Advisor(s):

A7.5.1. OC-ALC/JA

A7.6. CSFWG members will be the points of contact identified by each CSFCB member. Members will have the authority to speak on behalf of their organization regarding CSF issues.

A8. Non-members
Participation from other staff advisors will be requested as necessary.

A9. Program Management Responsibilities
OC-ALC/DPB is responsible CSFCB administration and program management of the board process. These responsibilities include:

A9.1. Scheduling meetings and providing notification to members

A9.2. Establishing agenda/discussion items

A9.3. Facilitating meetings and publishing minutes

A9.4. Advising the chairman and board members as necessary

A9.5. Monitoring action items established and suspense dates

A9.6. Following-up on open action items

A9.7. Performing research and reporting findings for designated actions

A10. OC-ALC/DPB is also responsible for CSFWG administration and program management.

Attachment 9. (added)

UNIT COMPLIANCE INSPECTION CHECKLIST

Table A9.1. Unit Compliance Inspection Checklist

Functional area-Checklist Number (Checklist Title)	Checklist Code Number/ Checklist Sub-area Title (if applicable)	Inspection Questions (MINOR, MAJOR, CRITICAL) The C stands for UCI (leave the C in front of all question numbers) ALL REFERENCES DERIVED FROM AFMCI 36-2645	YES	NO	N/A
CFURR 1 - Senior Functional Roles and Responsibilities					
28-Feb-11					
HQ AFMC/A1 POC: Mr. Bill Klosterman, e-mail: william.klosterman@wpafb.af.mil, DSN: 986-3281					
KEY: Minor = Normal sentence case; MAJOR = ALL CAPS; CRITICAL = ALL CAPS AND BOLDED					
COMPLIANCE WITH THIS PUBLICATION IS MANDATORY					
This checklist implements AFPD 90-2, The Inspection System.					
CFURR1 Functional					
		C1 MAJOR - DOES UNIT LEADERSHIP COORDINATE WITH IMPACTED CSFs WHEN INITIATING MANPOWER ACTIONS INVOLVING FUNCTIONAL AUTHORIZATIONS (TO EXCLUDE CONTRACTING AUTHORIZATIONS)? CHANGE ACTIONS INCLUDE, BUT ARE NOT LIMITED TO, AUTHORIZATION ALIGNMENT, SKILL, GRADE/RANK, SERIES/AFSC, ORGANIC/CONTRACTOR MIX, MILITARY/CIVILIAN MIX, APDP CODING, ETC. **REF. 5.1.5.1, 5.2.1, and 5.2.3.**			
		C2 MAJOR - DOES THE CONTRACTING CSF KEEP UNIT AND NON-UNIT LEADERSHIP INFORMED OF IMPENDING MANPOWER AND PERSONNEL ACTIONS INVOLVING CONTRACTING FUNCTIONAL AUTHORIZATIONS? CHANGE ACTIONS INCLUDE, BUT ARE NOT LIMITED TO, AUTHORIZATION ALIGNMENT, SKILL, GRADE/RANK, SERIES/AFSC, ORGANIC/CONTRACTOR MIX, MILITARY/CIVILIAN MIX, APDP CODING, ETC. **REF. 6.7.1.1.**			
		C3 MAJOR - DOES THE CSF COORDINATE WITH NON-UNIT LEADERSHIP WHEN INITIATING MANPOWER ACTIONS INVOLVING NON-UNIT FUNCTIONAL AUTHORIZATIONS (TO EXCLUDE CONTRACTING AUTHORIZATIONS)? CHANGE ACTIONS INCLUDE, BUT ARE NOT LIMITED TO, AUTHORIZATION ALIGNMENT, SKILL, GRADE/RANK, SERIES/AFSC, ORGANIC/CONTRACTOR MIX, MILITARY/CIVILIAN MIX, APDP CODING, ETC. **REF. 5.1.5.2, 5.1.9.1, 5.3.2, 6.7.1.**			
		C4 MAJOR - DOES THE CSF COORDINATE WITH UNIT/NON-UNIT LEADERSHIP WHEN INITIATING PERSONNEL ACTIONS INVOLVING FUNCTIONAL AUTHORIZATIONS (TO EXCLUDE CONTRACTING AUTHORIZATIONS)? CHANGE ACTIONS INCLUDE, BUT ARE NOT LIMITED TO, FILLS, REASSIGNMENTS, RATING OFFICIAL DETERMINATIONS, ETC. **REF. 5.1.6, 5.3.1, 6.7.2.**			
		C5 Minor - Does the CSF identify functional education and training requirements across the Center? **REF. 4.1.**			
		C6 Minor - Are functionally-aligned personnel, rated by their immediate supervisor, being reviewed by an individual from the same functional as those employees? REF**. 5.1.1.**			
		C7 MAJOR - ARE CONTRACTING PERSONNEL RATED AND REVIEWED BY CONTRACTING FUNCTIONAL PERSONNEL? **REF. 6.7.4.**			
		C8 Minor - Are functional OSFs, rated by unit/non-unit CC/CL/directors, being reviewed by their CSFs? **REF. 6.1.1.**			
		C9 Minor - Does the OSF or designee participate in the candidate evaluation process and endorsement of all promotion decisions**? REF. 5.4.1.**			
		C10 Minor - Does the CSF manage the annual functional awards for the Center and submit nominations as per applicable instruction to the MAJCOM? **REF. 6.5.**			
		C11 MAJOR - DOES THE CENTER HAVE AN ISSUE-RESOLUTION PROCESS IN PLACE TO RESOLVE FUNCTIONAL PROCESS AND RESOURCE-RELATED ISSUES? **REF 5.4.2.**			
		C12 MAJOR - IS THE CENTER DP PROVIDING OVERSIGHT TO THE CSFs IN THEIR EXECUTION OF FUNTIONAL MANAGEMENT RESPONSIBILITIES? **REF. 5.5.**			
		C13 Minor - DOES THE CSF STAFF APDP POSITIONS WITH PERSONNEL CERTIFIED AT APPROPRIATE LEVELS? REF. 5.1.2.3.			

Note: The UCI checklist can also be found at the following link:
https://webapps.afrc.af.mil/afia/ListofItem.aspx?RCLID=15303